



***State of New Jersey***  
**Board of Public Utilities**  
**Two Gateway Center**  
**Newark, NJ 07102**

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**Notice of Availability of Grants**

**New Jersey's State Energy Program (SEP) under the  
NJ Board of Public Utilities  
Office of Clean Energy**

The State Energy Program (SEP) under the New Jersey Board of Public Utilities (NJ BPU) Clean Energy Office is requesting proposals for the following grant program:

Name of Program: Industrial and Institutional Grant Program

The goals of this program are to:

1. Teach students in grades k-12 the importance of energy conservation through energy efficiency and renewable energy curriculum;
2. Provide a forum for various community and professional organizations to address sustainability topics;
3. Assist the OCE staff in promoting the TA LEED EB (Technical Assistance in Leadership Energy and Environmental Design for Existing Buildings) Program in NJ for public schools and colleges and;
4. Promote the dissemination of under-utilized energy efficiency and energy storage technologies in the State.

The objective of the program is to help building operators develop and improve their energy policy and practices and consequently lower their consumption and energy bills.

**Purpose:**

The New Jersey State Energy Program (SEP) is funded through the United States Department of Energy. The SEP staff is soliciting proposals from organizations to deliver project(s) that accomplish one or more of the above four goals. Each of the above goals is intended to move consumers from current behaviors toward making wise energy choices. Our target audiences are varied including but not limited to public k-12 schools, colleges and universities, public and private consumers interested in reducing their energy consumption during this time of high energy and fuel costs.

By providing energy conservation instruction to teachers and students, they can learn how to make wise energy choices whether it is through behavior changes or by investing in new energy saving technologies. Sustainability education may include conducting conferences, workshops, website development, or audits on how to attain sustainable practices, lecture series, case studies and any other public service effort to promote sustainable building practices. The State Energy Program staff is seeking assistance in promoting under-utilized energy efficiency and energy storage technologies in the State such as thermal storage technology or fuel cells. Efforts may include conducting workshops, conferences or other effective market transformation strategies and public information forums. Lastly, staff is seeking assistance to promote their competitive grant program that provides up to \$25,000 to public k-12 schools and colleges. The program called TA-LEED-EB (Technical Assistance and Leadership in Energy and Environmental Design for Existing Buildings) supports research of the required steps and expenditures necessary to make an existing building renovation project "LEED-EB"-certified. Outreach support to assist the staff in promoting under-utilized energy efficiency and energy storage technologies and the TA-LEED-EB program may include conducting educational workshops, conferences, onsite visits to public schools and colleges to assist them in the submission of their grant application and follow up.

Adoption of energy-savings practices, installation of energy efficient equipment, education to advance sustainability, all provide New Jersey consumers with potential energy cost savings and offers substantial environmental and public health benefits while helping preserve our natural resources. Together they reduce the need to add conventional power plants while improving overall system reliability.

***Amount of funds available in the program:***

A total of \$270,771 is available through the program in Calendar Year 2006. The maximum grant size is \$75,000.

***Entities which may apply for funding under the program:***

Private, public, profit and non profit organizations that are actively engaged in public education activities. One application per organization may only be submitted by the eligible agency/government body.

***Qualifications needed by an applicant to be considered for the program:***

Applicants for funding must have staff and resource capability, expertise, and energy and environmental experience to perform the proposed work. Preference will be given to organizations that have not received funding from the NJ Clean Energy Program or State Energy Program within the last two years and to projects that provide a match towards their grant. Please note that federal funds may not be used towards the matching share of the grant.

***Procedure for eligible entities to apply for grant funds:***

Applicants for a grant should specify in their cover letter the amount of funding requested for the proposed project. The application should consist of a proposed scope of work and be written in the following format:

***Introduction***

Applicant should provide a brief description on how they will meet any of the four goals of the program. A detailed description of the project, project partners, and the public participation goals for the project as well as any other measurable standard, by which the projects impact and effectiveness may be measured, is required. Any additional funding amounts and sources should be explained and outlined.

**Task Descriptions**

There should be a listing of the tasks of the project. Each task should be assigned a number which is keyed to the task number that is used in the Task Description and Project Budget sections.

Each task should be described in detail, with separate paragraphs discussing: objective, discussion of the specifics of the tasks, and how the project(s) meet the program's goal(s).

If any entity other than the applicant (for example, consulting firms, subcontractor or other agency) will be conducting a portion of the work that must be so specified in the task descriptions.

All pages that comprise the scope of work must be of standard 8 ½ by 11 inch size.

**Project Budget**

There should be a brief introductory discussion regarding the total project cost, sources of funding including state and federal grants, followed by a table providing the following information:

The cost of each task must be specified and there must be a breakdown of how that cost was derived including labor and cost of materials or services. Staff time must be specified by title of each person to work on the task and their cost based on the number of hours, which they will work on the task multiplied by their hourly rate. All calculations must be shown. Other costs (for example, consultant, specific supplies, and travel) must also be included. Equipment cost is not eligible under the program. Any sub-contract services or activities must be identified in the budget. Please note that applicants must either provide all or subcontract for these services. No "for profit" may be permitted to provide direct services as a pass through as this might constitute a procurement rather than a grant. Any sub-contract arrangements must be identified in the response.

**Project Schedule**

A "time line" should be included. Month names should not be specified, but instead, they should be listed by number (that is from 1 to 12). Projects should not exceed a period of 12 months. The table should also contain the following statement: "Required written outputs will be submitted at the conclusion of each task, as indicated by the appropriate time lines."

**Progress Reporting and Metric for Evaluation**

A brief explanation of how the proposed work will be evaluated for effectiveness and the appropriate metrics should be included. At a minimum, projects should identify the target audience and goals and metrics for reaching that audience. Grantees will be required to submit quarterly reports to the State Energy Program staff.

**Judging Criteria**

Proposals will be reviewed and scored by a Grant Review Committee according to the following criteria:

- ? Proposals general approach and plans and strategies to meet the Industrial and Institutional Grant Program goals:
- ? Documented experience with projects of similar scope and size;
- ? Qualifications and experience of key personnel;
- ? Overall ability to successfully complete the project;
- ? Resource capability to meet its costs share.

The State of New Jersey and Office of Clean Energy reserves the right to conduct interviews with respondents, if necessary.

***Address for submitting applications:***

Applications for funds should be submitted in triplicate with an electronic copy in MSWord format to:

NJ Board of Public Utilities

Office of Clean Energy

2 Gateway Center 9<sup>th</sup> Floor

Newark, NJ 07104

mona [mosser@bpu.state.nj.us](mailto:mosser@bpu.state.nj.us) and copy alma.rivera@bpu.state.nj.us

**Deadline by which applications must be submitted:**

Complete proposals must be received by April 30, 2006

Applicants shall receive notice of approval or disapproval.